



Ref.: SMEC/TPC/2023-24/01

Date: 05-07-2023

CONVENING ORDER

TRANSPORT COMMITTEE 2023-24

The Transport Department of St. Martin's Engineering College follows a comprehensive timetable for maintaining fleet of vehicles. In order to maintain the efficiency and safety of our vehicles, regular service, inspections, and repairs are conducted. This committee has been entrusted with examining the current routes for transportation and making recommendations for improvements to reduce travel times and improve staff and student convenience. Create a systematic feedback system to collect opinions about the transportation services from staff and students.

The college's academic administration is decentralized, and by appointing senior faculty members to numerous committees, transparency is preserved. The members of the Transport Committee are as follows.


Transport Committee is constituted as under:

S. No	Name of the Staff	Role	Department
1	Mr. A. Ranjith	Convener	TPT
2	Ms. O. Kavitha	Member	AAO
3	Mr. Nagendra	Member	Admin
4	Mr. S. Pavan Kalyan	Member	ME
5	Mr. Hanuman Naik	Member	ME
6	Mr. Rajesh	Member	Accounts

Frequency of Meeting: once in a year, as and when required.

Functions and Responsibilities:

- The committee is responsible for managing all aspects of transportation within the college premises, including shuttle services, parking facilities, and vehicle maintenance.
- Ensuring the proper maintenance and upkeep of college-owned vehicles used for transportation purposes, including regular inspections, repairs, and servicing.
- To organize the transport facility during college events like college day, Traditional day and other important dates.
- To ensure vehicle safety inspections, driver training, and emergency preparedness.
- Serving as a point of contact for students, faculty, staff, and external stakeholders regarding transportation-related inquiries, feedback, and complaints.
- To help the administration in procurement of spares.
- Plan training courses for employees in the transportation industry to improve their abilities in passenger handling, safe driving, and emergency response protocols.


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